

CSC POLICY ON HARASSMENT

The Culpeper Soccer Club is committed to maintaining an environment free from sexual harassment and harassment based on race, national origin, disability or religion. In order to support the safety of players and staff members, the CSC Board has provided the following guidelines regarding appropriate boundaries and contact as well as a policy on harassment.

Definition of Sexual Harassment:

Sexual harassment can take place player to player, staff member to player, staff member to staff member, or player to staff member. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of communication of a sexual nature when:

Examples of conduct which may constitute sexual harassment include:

- Unwelcome, sexually motivated or inappropriate patting, pinching or other physical contact;
- Unwelcome sexual flirtation or propositions;
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
- Graphic verbal comments about an individual's body, or overly personal conversation of a sexual nature;
- Sexual jokes, notes, stories, drawings, gestures or pictures;
- Spreading sexual rumors;
- Touching an individual's body or clothes in a sexual way;
- Displaying sexually suggestive objects, pictures, cartoons or posters; and/or
- Impeding or blocking movement to get away

Definition of Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment; or
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or performance; or
- Otherwise adversely affects an individual's employment or playing opportunities.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion include:

- Graffiti containing racially offensive language;

- Name calling, jokes, or rumors;
- Physical acts of aggression against a person or his property because of that person's race, national origin, disability, or religion;
- Slurs, negative stereotypes and hostile acts which are based on another's race, national origin, religion or disability;
- Written or graphic material containing ethnic comments or stereotypes which is posted or circulated and is intended to degrade individuals based on their race, national origin, disability or religion.

Compliance Procedures:

- Any player or staff member who believes he or she has been the victim of harassment should report the alleged harassment as soon as possible to the President of the CSC Board or in the absence of the President, the VP of Recreation or VP of Travel. Further, any staff member who has knowledge of conduct which may constitute sexual harassment should report such conduct to the President of the CSC Board or in the absence of the President, the VP of Recreation or the VP of Travel.
- The complaint, and identity of the complainant and alleged harasser shall not be disclosed except as required by law or policy, as necessary to fully investigate the complaint, or as authorized by the complainant.

Investigation Procedures:

- Upon receipt of report of alleged harassment, the President of CSC or in his/her absence, the VP of Travel or the VP of Recreation, shall immediately authorize or undertake an investigation. The investigation shall be completed as soon as practical but not later than fourteen (14) calendar days after receipt of the report. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Services in compliance with Culpeper Soccer Club policy on reporting child abuse.
- The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection or any other documents or information deemed relevant by the investigator. The CSC Board of Directors shall take necessary steps to protect the complainant and others pending the completion of the investigation.
- In determining whether alleged conduct constitutes a violation of this policy, CSC Board shall consider, at a minimum:
 - The surrounding circumstances;
 - The nature of the behavior;
 - Past incidents or past or continuing patterns of behavior;
 - How often the conduct occurred;
 - The identity of the alleged perpetrator in relation to the alleged victim (i.e., whether the alleged perpetrator was in a position of power over the alleged victim);

- The location of the alleged harassment;
- The ages of the parties and;
- The context in which the alleged incidents occurred.
- Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.
- The CSC Board President, or in the President's absence, the VP of Recreation or Travel, will issue a written report to the CSC Board of Directors upon the completion of the investigation. If the complaint involves the CSC Board President, the investigation will be conducted under the supervision of the VP of Recreation or Travel. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.
- All CSC staff members and volunteers shall cooperate fully with any investigation of alleged harassment conducted under this policy or by a state or federal agency.

Board Action:

- Within five (5) calendar days of receiving the CSC Board President' report, the Board shall issue a decision regarding:
 - Whether this policy was violated and;
 - What action, if any, should be taken.

This decision must be provided in writing to the complainant and the alleged perpetrator. If the Board determines that prohibited harassment has occurred, the Board shall take prompt, appropriate action to address and remedy the violation as well as to prevent any recurrence. Such action may include discipline up to and including expulsion or discharge from play or employment.

Guidelines for Maintenance of Appropriate Boundaries and Physical Contact:

In order to ensure appropriate boundaries between CSC staff and players and to prevent misunderstandings that could be construed as sexual harassment, The CSC Board has outlined the following expectations for all staff and volunteers

- Staff/volunteers should never be alone with a player (unless it is his/her own child). If a player arrives first to a practice and another person is not present, the parent of the player must remain until someone else arrives. If a player is late being picked up, another person must stay until the player is picked up. It is the coach's responsibility to explain this policy to the parents of the players on his/her team. If a player is continually picked up late, the Coach should speak with the player's parent about this concern. If this does not rectify the situation, the Technical Director will speak with the player's parent(s). If the problem continues, the player may be suspended from play. In order to ensure that coaches are not alone with players, players driving themselves to practice must remain in their car until at least one additional person arrives.

Coaches are not to transport players that are not their own children unless another person is also present.

- Staff should not communicate with players verbally or electronically about events or situations not directly related to the Club or team.
- Staff must be very conscientious of any physical contact that they have with players. High fives, a pat on the back, a side hug, touching a player to help demonstrate a technique or skill, or a handshake may be acceptable. Hugging, slapping a player on the bottom, or a front hug is not acceptable. It is important to err on the side of caution. If a player expresses discomfort about any form of physical contact, the contact should be immediately discontinued.

Prevention and Notice of Policy:

The CSC Policy on Harassment will be included in the CSC Policies as well as in Coaches' and Managers' handbooks. All staff will sign off that they understand the policies and procedures as outlined in the policies and/or coaches'/managers' handbook upon acceptance into a position and annually thereafter. Copies of this document will be maintained on file by the CSC Executive Director.

False Charges:

Players or staff who make false allegations of harassment shall be subject to disciplinary action up to and including termination of employment or removal from team.